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ABSTRACT

This directory of accredited private home study schools lists 137 schools which have met the following standards set by the National Home Study Council: competent faculty; educationally sound and up-to-date courses; careful screening of students for admission; satisfactory educational services; demonstration of ample student success and satisfaction; reasonable tuition; truthful advertising of courses; and financial ability to provide high quality educational services. Subject offerings are listed alphabetically, followed by code numbers for schools providing them. (LY)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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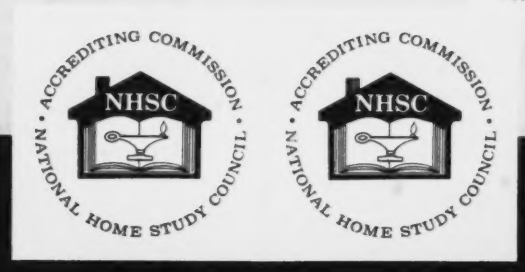

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NATIONAL HOME STUDY COUNCIL

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1. **Academy for Home Study, 417 S. Dearborn Street, Chicago, Illinois 60605. Founded 1959.** Complete High School program with academic, secretarial, or general business majors. A division of La Salle Extension University.

2. **Academy of Millinery Design, Little Falls, New Jersey 07424. Founded 1949.** Professional custom millinery, glove making, handbag covering. A division of Technical Home Study Schools.

3. **Advance School of Business, 5944 N. Newark Avenue, Chicago, Illinois 60631. Founded 1952.** Typing, shorthand, clerical, commercial, communications-human relations, cost accounting, etiquette, filing, grammar, letter writing, medical secretary, office practices and management, personal development. A division of Advance Trades School.

4. **Advance Trades School, 5944 N. Newark Avenue, Chicago, Illinois 60631. Founded 1952.** Electricity: electrical service and appliance repair, motor winding, wiring; Mobile engine service: automobile, truck, tractor, diesel and small gasoline engine repair. Refrigeration and Air Conditioning Service: electricity, servicing motors and installation, service and maintenance of industrial, commercial, residential, automotive air conditioning and refrigeration, including air conditioners, food freezers and dehumidifiers, heating and ventilation. Advance School of Business: secretarial, typing, shorthand, clerical, commercial, communications-human relations, cost accounting, etiquette, filing, grammar, letter writing, medical secretary, office practices and management, personal development. School of Applied Engineering Division-Advance Trades School: Drafting.

5. **Allied Institute of Technology, 1338-42 South Michigan Avenue, Chicago, Illinois 60605. Founded 1929.** Courses in Machine Shop Practice and Blueprint Reading; Mechanical Drafting and Elements of Design; Engineering Drafting Technology; Tool and Die Design; Industrial Tool Engineering; Air Conditioning, Heating and Refrigeration; Automotive Mechanics; Metallurgy; Shop Mathematics; Manufacturing Processes. Terminal resident training available. An educational service of ITT.

6. **American Automation Training Centers, Inc., 3435 Broadway, Kansas City, Missouri 64111. Founded 1965.** Courses in data processing, including tabulating, computer operation, and computer programming. Terminal resident training required.

7. **American Computer Institute, 300 Park Avenue South, New York, New York 10010. Founded 1964.** A programmed instruction course in IBM Computer Programming, including RPG and COBOL languages. A tape recorded course in Computer Management, including practical business applications.

8. **American Institute of Maintenance, 710 West Wilson Avenue, Glendale, California 91209. Founded 1958.** Home Study Coure offered in Maintenance Supervision to prepare custodial workers for supervisory responsibilities and custodial supervisors for cleaning maintenance management careers.

9. **American Medical Record Association, 211 East Chicago Avenue, Chicago, Illinois 60611. Founded 1928.** Correspondence course for Medical Record Personnel. Includes medical terminology, statistical reporting, disease classifications and indexing, management of medical data, numbering and filing systems, and the ethical aspects of medical records and medical record personnel. Medical Transcription Course, intended to immerse the student in the art and language of medical transcription in the shortest time possible.

10. **American Motel School, Inc., 105-107 West Campbell Avenue, Roanoke, Virginia 24002. Founded 1966.** Comprehensive course in motel operations to prepare students for careers in the hospitality field. A division of American Motor Inns, Inc.

11. **American School, Drexel Avenue at 58th Street, Chicago, Illinois 60637. Founded 1897.** Basic Courses include more than 200 subjects. High School; College Level Courses; Architectural Drafting; Building and Contracting; Sheet Metal Work; Automotive Maintenance and Repair (including Diesel); Automotive Collision and Refinishing; Practical Business Administration; Bookkeeping and Accounting; Retail Merchandising; Executive Secretarial; Medical Secretary; Legal Secretary; Air Conditioning and Refrigeration; Electrical Technician; Industrial Electronics Technician; Electronics Communication Technician; Applied Electricity; Industrial Drafting; Electronic Drafting; Mechanical Technology; Precision Machinist; Tool and Die Making; Supervisory Training; Mathematics (from simple arithmetic through calculus). APPRENTICESHIP COURSES: Armature Winder; Automotive Mechanic; Blacksmith; Boilermaker; Carpenter; Draftsman; Electrical Wireman; Electrician; Electronics; Instrument Repairman; Machinist; Maintenance Electrician; Maintenance Mechanic (Electrical); Maintenance Mechanic (Machinist); Maintenance Mechanic Apprentice (Tool Grinder Operator); Mason (Bricklayer or Stone Mason); Millwright; Motor Inspector; Patternmaker; Pipe Fitter; Plumber; Rigger; Sheet Metal; Tool and Diemaker; Welder.

12. **American School of Photography, 835 Diversey Parkway, Chicago, Illinois 60614. Founded 1922.** A complete course in photography for personal or professional use that covers basic to advanced techniques while giving the student a workable knowledge of the important fields of commercial photography.

13. **American Technical Society, 850 East 58th Street, Chicago, Illinois 60637. Founded 1898.** BUSINESS: Practical Business Administration; Bookkeeping and Accounting; Selling and Sales Management; Industrial Supervision; Retail Merchandising; Private Secretarial. AUTOMOTIVE AND DIESEL: Automotive Maintenance and Repair, including Diesel; Automotive Collision and Refinishing. BUILDING: Air Conditioning and Refrigeration; Architectural Drafting; Building, Estimating, and Contracting; Lumberyard Salesman; Masonry; Carpenter Apprentice A; Carpenter Apprentice B; Plumbing; Electrical Wiring and Estimating; Sheet Metal Work. ELECTRICAL: Applied Electricity; Basic Electronics; Electronic Communication Technician; Industrial Electronics Technician; How to Read Electrical Blueprints; Electrical Wiring and Estimating. MECHANICAL: Precision Machinist; Tool and Die Making; Machine Trades Blueprint Reading; Welding Technician; Industrial Drafting. MATHEMATICS.

14. **American Technological Institute, 35 Mason Street, Greenwich, Connecticut 06830. Founded 1965.** Review courses for State Professional Engineering License Examinations. Specialized computer courses: Fortran for Scientists and Engineers; Introduction to Data Processing for Management and Professional Executives.

15. **Art Instruction Schools, 500 S. Fourth Street, Minneapolis, Minnesota 55415. Founded 1914.** Specialized courses in four separate commercial art fields: Advertising Art; Illustrating; Cartooning and Painting. Each course includes complete coverage of basic art subjects, areas of specialization in a major art field, and a variety of elective subjects selected to meet the needs of each individual student. A division of Bureau of Engraving, Inc.

16. **Atlantic School, 2020 Grand Avenue, Kansas City, Missouri 64108. Founded 1949.** Airline Career Training. A course for men and women in airline operations, reservations, ticketing, communications, passenger service, tariff, automation, air cargo, clerical, and other tour, travel, and transportation services. Terminal resident training available at Atlantic School, Kansas City, Missouri; Hartford Airline Personnel School, Hartford, Connecticut; or Atlantic School of California, Inglewood (L.A.), California. A division of National Systems Corporation.

17. **Automation Training, Inc., 5701 Waterman Avenue, St. Louis, Missouri 63112. Founded 1959.** Courses in Data Processing Machine Operation, Computer Programming on IBM and Univac equipment using languages SPS, BAL, RPG and COBOL. A Division of Technical Education Corp.

30. **Career Academy's Division of Medical Office Assisting, 825 North Jefferson Street, Milwaukee, Wisconsin 53202. Founded 1955.** Comprehensive course in Medical Office Assisting, encompassing Examination Procedures; Injection Procedures; Electrocardiography; Urinalysis; Hematology; Medical Terminology and Office Procedures; Medical Dictation and Transcribing; Sterilization; First Aid and Laboratory Procedures. Terminal resident training available in Atlanta, Boston, Chicago, Columbus, Houston, Kansas City, Los Angeles, Milwaukee, New York, San Francisco, Toronto, Washington. A division of Career Academy, Inc.

31. **Chicago School of Interior Decoration, 835 Diversey Parkway, Chicago, Illinois 60614. Founded 1954.** Interior decoration for the professional decorator, related sales personnel or for personal use.

32. **Chicago Technical College, 2000 S. Michigan Avenue, Chicago, Illinois 60616. Founded 1904.** Machine, architectural, electrical and structural drafting and design; building construction; blueprint reading, estimating and foremanship. Resident training available.

33. **Cleveland Institute of Electronics, 1776 East 17th Street, Cleveland, Ohio 44114. Founded 1934.** Electronics Technology; Electronics Technology with Laboratory; Broadcast Engineering; First-Class FCC License; Electronic Communications (including 2nd Class FCC License); Carrier Telephony; Electronics Engineering; Electronic Slide Rule and Operation; Industrial Electronics and Automation.

34. **Coast Navigation School, 418 East Canon Perdido, Santa Barbara, California 93101. Founded 1966.** Courses in Air navigation; Coastwise navigation and piloting; Celestial navigation; Celestial air navigation; and the Elements of boathandling, seamanship, and sailing.

35. **Commercial Trades Institute, 1400 W. Greenleaf Avenue, Chicago, Illinois 60626. Founded 1942.** Refrigeration, Air Conditioning and Heating—service, installation and maintenance, automotive air conditioning, successful business practices. Automotive Mechanics—overhaul and tune-up, automatic transmissions, diesel or body and fender repair option. Television-Electronics—service and repair, color TV, transistors and printed circuits. Industrial Electronics—service and maintenance. Building Construction—covers all phases of the building trades for the contractor, including estimating, financing, plumbing, heating, wiring, carpentry, masonry and landscaping. Drafting—covering mechanical, architectural, electrical, electronic, piping and ventilating. Computer Programming—basic course covering programming hardware, number systems, soft-ware and related technology, with an option of one of four languages, RPG, BAL, COBOL or FORTRAN.

36. **Continental Schools, 1330 W. Olympic Boulevard, Los Angeles, California 90015. Founded 1949.** Comprehensive Home-Study Course covering basic subjects in Commercial Art and Cartooning. Special emphasis on contemporary Cartooning for Graphic Communications. Cartooning and Cartoon Strips, Design and Idea Creation and Development, including Layout, Production and Marketing. Animation for Motion Pictures and Television (Advertising, Education and Entertainment). Preparation for a career in modern Visual Communications. Courses in both English and Spanish languages.

37. **CREI, Home Study Division, McGraw-Hill Book Company, 3224 Sixteenth Street, N.W., Washington, D. C. 20010. Founded 1927.** College-level programs in Electronic Engineering Technology and Special Programs for Engineers include specialized study in: Communications Engineering; Broadcast Engineering; Aeronautical and Navigational Engineering; Television Engineering; Computers; Nuclear Instrumentation; Automatic Control Engineering; Missile and Spacecraft Guidance; Radar and Sonar Engineering; Digital Communications; Electronics Systems; and Industrial Electronics. Separate Diploma Programs in Nuclear Engineering Technology and in Computer Programming and Data Processing. Certificate programs offered are: Principles of Leadership; Engineering Mathematics; Contemporary Mathematics; Survey of Advanced Mathematics; and Electronics Fundamentals for Industry Groups.

38. **DeVry Institute of Technology, 4141 W. Belmont Avenue, Chicago, Illinois 60641. Founded 1931.** Electronic Operations Technology; Electronic Operations Technology and Computer Controls, including Fortran programming; Television, Radio, and Home Entertainment systems servicing, including color TV; Electronics Communications, including Radar, FCC License Preparation, and Broadcasting. A division of Bell & Howell Schools.

39. **Doll Hospital School, 2251 Barry Avenue, Los Angeles, California 90064. Founded 1944.** Courses in doll repairs, doll making, clothing, shop operations. Division of Lifetime Career Schools.

40. **Drafting Technical Institute, 5701 Waterman Ave., St. Louis, Missouri 63112. Founded 1959.** Course of instruction includes basic drafting plus a specialization in architectural, electronic, or engineering drafting.

41. **Educational Institute of The American Hotel & Motel Association, Michigan State University, Kellogg Center, East Lansing, Michigan 48823. Founded 1954.** Hotel-Motel Management: front office procedure, accounting, economy, law, sales promotion, organization and administration, supervisory development, communications, human relations, housekeeping, maintenance and engineering, motel-motor hotel management, financial management, and training and coaching techniques. Food and Beverage Management: purchasing controls, production principles, and management and service.

42. **ELBA Systems Corporation, 5909 East 38th Avenue, Denver, Colorado 80207. Founded 1962.** A complete 9-Unit Audio-Visual Home Study Course in life insurance selling and sales management for agents of the life insurance industry.

43. **Famous Artists School, Westport, Connecitcut 06881. Founded 1948.** Professional art courses: Commercial Art; Illustration and Design; Fine Arts Painting; Editorial and Commercial Cartooning. Young Peoples Art Course, for youngsters between 12 and 17 years of age. Famous Schools Division of FAS International, Inc.

44. **Famous Photographers School, Westport, Connecticut 06881. Founded 1964.** Creative and advanced techniques of modern photography; theory, principles and professional skills and practices; elective majors: scenic and travel, color, photo-journalism, portraiture, and industrial. Famous Schools Division of FAS International, Inc.

45. **Famous Writers School, Westport, Connecticut 06881. Founded 1961.** Fiction, Non-fiction, Advertising and Business Writing. The first three courses include writing for television. Famous Schools Division of FAS International, Inc.

46. **Gemological Institute of America, 11940 San Vicente Boulevard, Los Angeles, California 90049. Founded 1931.** Courses on identifying, grading and appraising diamonds, colored stones, pearls and cultured pearls, jewelry designing and jewelry retailing. Resident programs available in Los Angeles, New York, and major cities.

47. **Georgia Institute of Real Estate, 3330 Peachtree Road, N.E., Suite 109, Atlanta, Georgia 30326. Founded 1967.** Courses in Real Estate Principles and Selling; Principles of Real Estate Brokerage.

48. **Good Dressmaking Institute, 2251 Barry Avenue, Los Angeles, California 90064. Founded 1944.** Courses in modern dressmaking. Division of Lifetime Career Schools.

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14. **American Technological Institute, 35 Mason Street, Greenwich, Connecticut 06830. Founded 1965.** Review courses for State Professional Engineering License Examinations. Specialized computer courses: Fortran for Scientists and Engineers; Introduction to Data Processing for Management and Professional Executives.

15. **Art Instruction Schools, 500 S. Fourth Street, Minneapolis, Minnesota 55415. Founded 1914.** Specialized courses in four separate commercial art fields: Advertising Art; Illustrating; Cartooning and Painting. Each course includes complete coverage of basic art subjects, areas of specialization in a major art field, and a variety of elective subjects selected to meet the needs of each individual student. A division of Bureau of Engraving, Inc.

16. **Atlantic School, 2020 Grand Avenue, Kansas City, Missouri 64108. Founded 1949.** Airline Career Training. A course for men and women in airline operations, reservations, ticketing, communications, passenger service, tariff, automation, air cargo, clerical, and other tour, travel, and transportation services. Terminal resident training available at Atlantic School, Kansas City, Missouri; Hartford Airline Personnel School, Hartford, Connecticut; or Atlantic School of California, Inglewood (L.A.), California. A division of National Systems Corporation.

17. **Automation Training, Inc., 5701 Waterman Avenue, St. Louis, Missouri 63112. Founded 1959.** Courses in Data Processing Machine Operation, Computer Programming on IBM and Univac equipment using languages SPS, BAL, RPG and COBOL. A Division of Technical Education Corp.

18. **Bell & Howell Schools, 4141 W. Belmont Avenue, Chicago, Illinois 60641. Founded 1931.** Electronic Operations Technology; Electronic Operations Technology and Computer Controls, including Fortran programming; Television, Radio, and Home Entertainment systems servicing, including color TV; Electronics Communications, including Radar, FCC License Preparation, and Broadcasting; Computer Programming, using IBM System 360 equipment. Resident training available in Chicago, Phoenix, Toronto, Atlanta, Dallas, Kansas City, Columbus, Ohio, and Union, New Jersey.

19. **Belsaw Institute, 315 Westport Road, Kansas City, Missouri 64111. Founded 1962.** Locksmithing: Starting and developing own business as skilled locksmith. Also, advanced course in Safe and Bank Deposit Locks. Division of Belsaw Machinery Co.

20. **Bookkeeping-Accounting Institute, 5701 Waterman Avenue, St. Louis, Missouri 63112. Founded 1959.** Bookkeeping-accounting. A division of Technical Education Corporation.

21. **Britannica Schools, Inc., 425 North Michigan Avenue, Chicago, Illinois 60611. Founded 1965.** Management training, including effective executive practices; automation and computers; scientific techniques for evaluation and decision-making; corporate finance; banking; insurance; investment practices; accounting processes; business law. A division of Encyclopedia Britannica, Inc.

22. **Business Electronics, 209 W. Jackson Boulevard, Chicago, Illinois 60606. Founded 1955.** Programming for Digital Computers: includes programming technology and systems design in terms of business applications. Business Data Processing: EDP applications and principles for managers and accountants. A division of International Accountants Society, Inc.

23. **California School of Design, 198 Francisco Street, San Francisco, California 94133. Founded 1967.** Course in interior design to prepare students for designing the interiors of their own homes. A division of Sunamerica Corporation.

24. **Career Academy's Division of Airline Personnel Training, 611 East Wells Street, Milwaukee, Wisconsin 53202. Founded 1895.** Comprehensive course in Airline Travel and Transportation, encompassing Aircraft Familiarization; Airline Codes and Usage; Airline Reservations; Airline Ticketing; Airline Passenger Services; Airline Ground Operations with emphasis on Weight and Balance Principles, Loading and Recording Flight Movement Reports. Terminal resident training available in Minneapolis. A division of Career Academy, Inc.

25. **Career Academy's Division of Drafting Training, 611 East Wells Street, Milwaukee, Wisconsin 53202. Founded 1955.** Comprehensive course in Mechanical Drafting, encompassing Lettering; Technical Sketching; Instruments; Orthographic Projection; Dimensioning; Auxiliary Views; Sectional Views; Tolerances; Isometric Drawings; Oblique Drawing; Welding; Fasteners; Shop Terms; Machinery Operations. Terminal resident training available in Boston, Columbus, Los Angeles, Milwaukee and Washington. A division of Career Academy, Inc.

26. **Career Academy's Division of Famous Broadcasters, 825 North Jefferson Street, Milwaukee, Wisconsin 53202. Founded 1960.** Comprehensive course in Radio and Television Announcing and Broadcasting, encompassing Disc Jockeying; Sports casting and Reporting; News-casting; Commercial Announcing; International Commentating and Reporting; Interpretive Broadcasting; Weather-casting; Emceeing; Interviewing; Newswriting; Speech; Sales; Station Management; 3rd Class FCC License Preparation. Terminal resident training available in Atlanta, Boston, Chicago, Columbus, Houston, Kansas City, Los Angeles, Milwaukee, New York, San Francisco, Toronto, and Washington. A division of Career Academy, Inc.

27. **Career Academy's Division of Hotel-Motel Training, 825 North Jefferson Street, Milwaukee, Wisconsin 53202. Founded 1916.** Comprehensive course in Hospitality and Hotel, Motel, Club, Restaurant, Institution and Apartment Management, encompassing Front Office; Communications; Housekeeping; Menu planning; Purchasing; Food and Beverage Control, Dining Room Service and Management; Maintenance and Sanitation; Advertising and Public Relations; Sales Management; Practical Psychology; Social Programming; Accounting Procedures. Terminal resident training available in Los Angeles, Milwaukee, New York, Toronto, and Washington, D. C. A division of Career Academy, Inc.

28. **Career Academy's Division of Insurance Adjusting, 611 East Wells Street, Milwaukee, Wisconsin 53202. Founded 1969.** Comprehensive course in Insurance Adjusting and Accident and Claims Investigation, encompassing Value, Loss and Insurance; Types of Coverage; Investigation Procedures; Evidence; Witnesses; Statements; Photography; Mathematics of Adjusting; Determination of Damage or Loss Settlement Costs; Medical and Legal Aspects; Information Evaluation; Settlements; Human Relations. Terminal resident training available. A division of Career Academy, Inc.

29. **Career Academy's Division of Investment Banking, 825 North Jefferson Street, Milwaukee, Wisconsin 53202. Founded 1967.** Comprehensive Operations course, encompassing Elements of Investment Banking: industry terminology, securities, transfer agents, exchange operations, OTC market, commodities markets, registered representatives, securities analysts, corporate finance; Basic Accounting Principles; Operational Functions: order department, cashier's department (the "Cage"), dividend department, proxy department, purchase and sales (P&S) department, customer service (margin) department, security position records; Internal Accounting Functions: financial accounting; Supervision of Operations Personnel. Terminal resident training available in Atlanta, New York, Chicago, and San Francisco. A division of Career Academy, Inc.

Painting; Editorial and Commercial Cartooning. Young Peoples Art Course, for youngsters between 12 and 17 years of age. Famous Schools Division of FAS International, Inc.

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46. **Gemological Institute of America, 11940 San Vicente Boulevard, Los Angeles, California 90049. Founded 1931.** Courses on identifying, grading and appraising diamonds, colored stones, pearls and cultured pearls, jewelry designing and jewelry retailing. Resident programs available in Los Angeles, New York, and major cities.

47. **Georgia Institute of Real Estate, 3330 Peachtree Road, N.E., Suite 109, Atlanta, Georgia 30326. Founded 1967.** Courses in Real Estate Principles and Selling; Principles of Real Estate Brokerage.

48. **Good Dressmaking Institute, 2251 Barry Avenue, Los Angeles, California 90064. Founded 1944.** Courses in modern dressmaking. Division of Lifetime Career Schools.

49. **Grantham School of Engineering, 1505 N. Western Avenue, Hollywood, California 90027. Founded 1951.** An associate degree program consisting of the following sections: (1) Basic Electronics Technology with Mathematics; (2) Communications Circuits and Systems; (3) Engineering Mathematics and Computers; (4) Classical & Modern Physics, and Technical Writing; (5) Engineering Calculus, and Solidstate Circuit Analysis & Design. A Division of Grantham Schools, Inc.

50. **Hadley School for the Blind, 700 Elm Street, Winnetka, Illinois 60093. Founded 1920.** Over one hundred courses for the blind student offered through Braille and or recordings; elementary school subjects beginning at the fifth grade and complete high school program; college courses by individual request and counseling offered through the Correspondence Instruction Program of the University of Wisconsin and other universities, rehabilitation of the blind, vocational guidance, Braille reading and writing, the human eye: a sight-saving course for the layman. Independent Living Without Sight and Hearing. Secretarial courses. Modern and ancient languages, history, science, English, creative writing, music appreciation, Braille music notation, insurance, salesmanship, Bible, home economics, use of the abacus, amateur radio, use of the VisoToner and the VisoTactor, and use of the Beltone Ultra Sonic Aid. Overseas offices offer beginning English through the regional language: French, German, Spanish, Italian, Portuguese, Hebrew, Hindi, Swahili. All courses offered without charge.

51. **Hemphill Schools, 1584 W. Washington Boulevard, Los Angeles, California 90007. Founded 1920.** (All courses offered in Spanish language.) Programs for training technicians and service personnel in Radio-Television Electronics, Automotive Mechanics, Diesel Engine Mechanics, Electrical and Commercial Appliances, Introductory through Intermediate Accounting, Basic and Advanced Conversational English with audio aids.

52. **Highway Transportation Institute, 1400 West Greenleaf Avenue, Chicago, Illinois 60626. Founded 1960.** A complete course in Transport Driver Training is offered. Sixty home study lessons cover the Federal and State regulations that pertain to driver qualifications, safety, record keeping, handling of special cargo. Defensive driving, vehicle maintenance, insurance regulations are also taught. On completion of the home study course, the student receives 120 hours of resident training at the resident training center at Huntley, Illinois, during which time he develops skills in operating various types of gasoline and diesel tractors having a variety of transmissions. He is trained in the proper procedures for coupling and uncoupling trailers and tankers, backing, turning, parking and over-the-road driving. Highway Transportation Institute is an affiliate of Commercial Trades Institute.

53. **Home Study Institute, 6940 Carroll Avenue, Takoma Park, Maryland 20012. Founded 1909.** Complete courses for elementary and secondary school level; forty-eight college level courses.

54. **Humboldt Institute, 2201 Blaisdell Avenue South, Minneapolis, Minnesota 55404. Founded 1895.** Comprehensive course in Airline Travel and Transportation, encompassing Aircraft Familiarization; Airline Codes and Usage; Airline Reservations; Airline Ticketing; Airline Passenger Services; Airline Ground Operations with emphasis on Weight and Balance Principles, Loading and Recording Flight Movement Reports. Terminal resident training available in Minneapolis. A division of Career Academy, Inc.

55. **Industrial Training Schools, Inc. 8900 N. Telegraph Road, Detroit, Michigan 48239.** Courses in Time Study-Methods Engineering and industrial Supervision.

56. **Institute of Applied Science, 1920 Sunnyside Avenue, Chicago, Illinois 60640. Founded 1916.** Criminal & civil identification and investigation in law enforcement agencies, private detective agencies. Course includes fingerprinting, police photography, investigation, identification of handwriting, typewriting & firearms.

57. **Institute of Business & Computer Education, 4141 W. Belmont Avenue, Chicago, Illinois 60641. Founded 1968.** Computer Programming, using IBM System/360 equipment. A division of Bell & Howell Schools.

58. **Insurance Adjuster Schools, Inc., 1901 N.W. 7th Street, Miami, Florida 33125. Founded 1945.** Comprehensive training for insurance adjuster or investigator positions including legal, medical, property damage and liability aspects of the insurance industry. Terminal resident training available in Miami Beach, Florida, and Las Vegas, Nevada.

59. **Insurance Home Study Division, Research and Review Service of America, 1720 East 38th Street, Indianapolis, Indiana 46218. Founded 1914.** Courses in business insurance, estate protection, health insurance, life insurance, investment property and life insurance underwriting. An affiliate of ITT.

60. **International Accountants Society, Inc., 209 W. Jackson Boulevard, Chicago, Illinois 60606. Founded 1903.** All branches of accounting: elementary, intermediate and advanced, including auditing; corporation finance; CPA coaching; income tax; cost accounting; office management; economics; management control; EDP applications and principles for managers and accountants. General Education Division of FAS International, Inc.

61. **International Business Academy, 920 North Robinson Avenue, Oklahoma City, Oklahoma 73102. Founded 1907.** Bookkeeping; all levels of Accounting; Secretarial; Stenographic and related subjects; Shorthand, Gregg and Machine; Court and Conference Reporting; Typewriting.

62. **International Correspondence Schools, Scranton, Pennsylvania 18515. Founded 1890.** Architecture and Building Trades: architecture; carpentry; contracting; heating; house planning; interior decorating; masonry; operation of water and sewage treatment plants; painting; plumbing; urban planning. Apprentice Training: most trades. Art: commercial art; cartooning; sketching and painting; show card and sign production. Automobiles: air conditioning; diesel-gas engines; mechanic; technician; transmissions. Business: accounting; business administration; commercial; computer programming; Federal taxation; management; marketing; secretarial; supervision. College-level Courses. Drafting: aircraft; mechanical; electrical; electronic; design; structural; architectural; print reading. High School: general; college preparatory; business; secretarial; vocational. Machine Shop Practice: tool and die making; lathe operator; millwrighting; rigging; welding; metallurgy; maintenance. Textiles: technology; designing; carding; spinning; warping and weaving; mill supervision; loom fixing. ENGINEERING: Civil: engineering technology; mapping; surveying. Electrical: electrical technician; practical electrical; industrial and specialized electronics technology; radio operator's license; electronics; telephony; telephone communications. Industrial: safety; quality control; instrumentation; hydraulic and pneumatic power; vibration analysis; technician; building. Mechanical: aeronautics; diesel engines; machine and tool design; domestic-commercial refrigeration and air conditioning. Stationary: aircraft and mechanic; power plant; fireman; boiler inspector. Science and Chemical: chemistry; equipment design and operation; oil well servicing; plastics; laboratory technician; nuclear energy; pulp and paper making; petroleum production. Refresher Courses for Graduate Engineers.

63. **Interstate Training Service, 4035 N.E. Sandy Boulevard, Portland, Oregon 97212. Founded 1944.** Custom mechanic training for the individual and industry, including basic diesel mechanics; truck, tractor and heavy equipment components; gasoline and diesel engines (specialist training on Cummins and Detroit Diesel engines). Handicraft courses in plastics, woodworking (cabinet making) and metalcraft.

64. **ITT Educational Services, Inc., 5610 Crawfordsville Road, Indianapolis, Indiana 46224. Founded 1963.** License preparation course for the FCC License and the Radio-telephone 2nd Class License; courses in Semiconductor Fundamentals and Practical Applications of Transistor Basics. An educational service of ITT.

65. **JETMA Technical Institute, 103 South Airport Boulevard, South San Francisco, California 94080. Founded 1957.** Courses in Jet/Gas Turbine Engine Mechanic, Technical Illustration, and Space Age Drafting.

66. **John Tracy Clinic, 806 West Adams Boulevard, Los Angeles, California 90007. Founded 1942.** A practical course for parents only in the philosophy and methods of teaching their preschool deaf children. The 12-month course, free to parents, covers sense training, lipreading, language, auditory training, and speech preparation.

67. **La Salle Extension University, 417 S. Dearborn Street, Chicago, Illinois 60605. Founded 1908.** (Divisions: Academy for Home Study, Utilities Engineering Institute and Wayne School.) Accounting Training: introductory, intermediate, and advanced general professional accounting; auditing, cost, controllership, systems, tax accounting; and CPA training. American Law and Procedure Training for Leadership: including business law, contract law, insurance law, law for claim representatives, law for police officers, law for trust officers, and real estate law. Business Management Training: advertising and sales promotion; basic, financial, office, personnel, production and sales management. Computer Programming. Dental Assistant Training: dental assisting techniques and office management. Drafting: Basic plus choice of specialty option in aeronautical, architectural, electrical, mechanical and structural drafting. High School: general diploma courses, including specialized vocational fields. Hotel/Motel Executive Training. Interior Decorating: design and decoration, business practices and procedures. Real Estate Training: real estate brokerage, investment, management, planning, sales. Sales Training. Secretarial Training; office procedures, typing, shorthand. Stenotype (machine shorthand) Training. Technical-Vocational Training. Traffic and Transportation Training: organization and management, freight classification, rates and tariffs, transportation agencies and services, transportation law and regulations, rate making and rate cases.

68. **Lewis Hotel-Motel School, 2301 Pennsylvania Avenue, N.W., Washington, D. C. 20037. Founded 1916.** Comprehensive course in Hospitality and Hotel, Motel, Club, Restaurant, Institution and Apartment Management, encompassing Front Office; Communications; Food and Beverage Control; Dining Room Service and Management; Maintenance and Sanitation; Advertising and Public Relations; Sales Management; Practical Psychology; Social Programming; Accounting Procedures. Terminal resident training available in Los Angeles, Milwaukee, New York, Toronto, and Washington, D. C. A division of Career Academy, Inc.

69. **Lifetime Career Schools, 2251 Barry Avenue, Los Angeles, California 90064. Founded 1944.** Five courses: National Landscape Institute—residential and commercial landscaping; National Floral Institute—flower arranging and floral shop operations; Good Dressmaking Institute—modern dressmaking; Doll Hospital School—doll repairs, doll making, clothing, shop operations. Decorative Arts and Crafts Course. Course in Decorative Painting, making of handcrafted gifts and decorative accessories.

70. **Lincoln Extension Institute, 1401 West 75th Street, Cleveland, Ohio 44102. Founded 1922.** Supervision and management courses (over 20 subjects): leadership, personality, manager's job, better faster reading, production planning, inventory control, materials handling, plant layout, managerial accounting, data processing for managers, management-labor relations, profit planning, communications for managers.

71. **Linguaphone Institute, 680 5th Avenue, New York, New York 10017. Founded 1969.** French, German, Italian and Spanish language courses which prepare students to converse without difficulty in a foreign language. General Education Division of FAS International, Inc.

72. **Locksmithing Institute, Little Falls, New Jersey 07424. Founded 1948.** Locksmithing and key making for industrial, commercial, residential and automotive uses. Objective: start and operate own business. A division of Technical Home Study Schools.

73. **Massey Technical Institute, Inc., 148 East 7th Street, Jacksonville, Florida 32206. Founded 1894.** Radio, Television, and Industrial Electronic Equipment Servicing; Bookkeeping and Accounting.

74. **Metals Engineering Institute, American Society for Metals, Metals Park, Ohio 44073. Founded 1954.** Twenty-two courses dealing with the metallurgical aspects of heat treatment, welding, foundry, electroplating, corrosion, steelmaking, nonferrous metals, high temperature alloys, machining and others.

75. **Midwest Automation Training-Kansas City, Inc., 3435 Broadway, Kansas City, Missouri 64111. Founded 1965.** Courses in data processing, including tabulating, computer operation, and computer programming. Terminal resident training required. A division of American Automation Training Centers, Inc.

76. **Motor Transportation Division of the National Safety Council, 425 North Michigan Avenue, Chicago, Illinois 60611. Founded 1913.** Course in Motor Fleet Safety Supervision.

77. **National Baking School, 835 Diversey Parkway, Chicago, Illinois 60614. Founded 1936.** Modern baking practices and management.

78. **National Camera, Technical Training Division, 2000 West Union Avenue, Englewood, Colorado 80110. Founded 1952.** Photo Equipment Servicing; Still Camera Servicing; Motion Picture Equipment Servicing; Home study courses and school shop courses available. Terminal in-shop training for home study students available. Training leads to entry technical positions in photo industry or establishment of service business.

79. **National Electronics Institute, 2700 Rose Avenue, Los Angeles, California**

95. **North American Institute of Systems and Procedures, 4401 Birch Street, Newport Beach, California 92660. Founded 1968.** A comprehensive 50-lesson course covering all subjects necessary for systems management. A division of North American Correspondence Schools—National Systems Corporation.

96. **North American School of Advertising, 4401 Birch Street, Newport Beach, California 92660. Founded 1964.** A complete 57-lesson course in Advertising and Public Relations offered to prepare students for careers in advertising departments, advertising agencies, media and allied advertising fields. The course includes training in copyrighting; commercial art; production; media; research; campaigns; administration and organization; mail order and public relations. A division of North American Correspondence Schools—National Systems Corporation.

97. **North American School of Conservation, 4401 Birch Street, Newport Beach, California 92660. Founded 1959.** Courses offered to prepare men for vocational careers with federal, state and private organizations. 100-lesson course covers all phases of conservation including instruction in wildlife management, fish management, forest management, park management and soil and range management. A division of North American Correspondence Schools—National Systems Corporation.

98. **North American School of Drafting, 4401 Birch Street, Newport Beach, California 92660. Founded 1966.** Courses offered are Mechanical Drafting (133 lessons) and Architectural Drafting (112 lessons) to prepare students for careers in drafting. A division of North American Correspondence Schools—National Systems Corporation.

99. **North American School of Motel & Hotel Management, 4401 Birch Street, Newport Beach, California 92660. Founded 1968.** Sixty-lesson course in motel-hotel management. Background theory and practical application of successful front office management, space selling techniques, public relations, handling of common legal problems, guest accounting (including hand transcript and NCR training). Also, maintenance, housekeeping, personnel procedures, and human relations. Simulated experience through special training aids. A division of North American Correspondence Schools—National Systems Corporation.

100. **North American School of Recreation, 4401 Birch Street, Newport Beach, California 92660. Founded 1968.** A 90-lesson course established to prepare persons for vocational careers in park, playground, and camp management, and other positions in the broad field of recreation. A division of North American Correspondence Schools—National Systems Corporation.

101. **North American School of Surveying and Mapping, 4401 Birch Street, Newport Beach, California 92660. Founded 1968.** A course (88 lessons) in all phases of surveying and map making: including transit operation, leveling, distance measuring, land and construction surveying, map drafting construction and reading, plot plans, photogrammetry, etc. A division of North American Correspondence Schools—National Systems Corporation.

102. **North American School of Travel, 4401 Birch Street, Newport Beach, California 92660. Founded 1966.** A complete 52-lesson course structured to prepare men and women to enter careers in the travel industry. Vocational training for travel agency employees, ticket agents, carrier representatives, tour conductors and other similar occupations in the industry. A division of North American Correspondence Schools—National Systems Corporation.

103. **Palmer Writers School, 500 S. Fourth Street, Minneapolis, Minnesota 55415. Founded 1917.** Specialized courses in fiction writing, non-fiction writing, including article writing, radio writing and television writing. Each course includes complete coverage of basic writing subjects, areas of specialization, and a variety of elective subjects selected to meet the needs of each individual student. A division of Bureau of Engraving, Inc.

104. **Park Management Associates, 3211 Pico Boulevard, Santa Monica, California 90405. Founded 1966.** Courses in mobile home park management; recreational vehicle park management; and mobile home sales and dealerships.

105. **Pathfinder School of Electronics, 1505 N. Western Avenue, Hollywood, California 90027. Founded 1961.** An electronics course with emphasis on FCC license preparation. A division of Grantham Schools, Inc.

106. **RCA Institutes, Inc., 320 West 31st Street, New York, New York 10001 Founded 1909.** Twelve Career Programs and eighteen courses in Television Servicing (including Color TV and CATV); Communications Electronics; FCC License Preparation; Semiconductor Electronics; Digital Electronics; Solid State Technology; Automation Electronics; Automatic Controls; Industrial Electronics; Nuclear Instrumentation; Electronics Drafting. Basic courses include Introduction to Electronics; Electronics Fundamentals; Drafting and Computer Programming. Electronics courses also offered in Spanish. Resident School Electronics Programs available in New York City, Cherry Hill, New Jersey and Upper Darby, Pennsylvania.

107. **Refrigeration Service Engineers Society, 2720 Des Plaines Avenue, Des Plaines, Illinois 60018. Founded 1956.** Course in refrigeration and air conditioning.

108. **Safety Training Institute, National Safety Council, 425 N. Michigan Avenue, Chicago, Illinois 60611. Founded 1913.** Courses offered in Supervising for Safety, and Supervisors Guide to Human Relations.

109. **Sales Training, Inc., 156 Denny Way, Seattle, Washington 98109. Founded 1957.** Comprehensive home study course in professional salesmanship with required terminal resident training.

110. **Sales Training of Dallas, 1625 W. Mockingbird Lane, Dallas, Texas 75235. Founded 1957.** Comprehensive home study course in professional salesmanship with required resident training. A division of Sales Training, Inc.

111. **Sales Training of San Diego, 1441 6th Avenue, San Diego, California 92101. Founded 1957.** Comprehensive home study course in professional salesmanship with required terminal resident training. A division of Sales Training, Inc.

112. **Sales Training of Tacoma, 2367 Tacoma Avenue South, Tacoma, Washington 98402. Founded 1957.** Comprehensive home study course in professional salesmanship with required terminal resident training. A division of Sales Training, Inc.

113. **School of Applied Engineering Division—Advance Trades School, 5944 N. Newark Avenue, Chicago, Illinois 60631. Founded 1952.** Drafting.

114. **School of Modern Photography, Little Falls, New Jersey 07424. Founded 1939.** Photography course including principles; darkroom techniques; commercial; portrait; news; movie; glamour and fashion photography and color. A division of Technical Home Study Schools.

115. **School of Speedwriting, 55 West 42nd Street, New York, New York 10036. Founded 1942.** Course in SPEEDWRITING Shorthand and Business Typing. An educational Service of ITT.

116. **Southern States Academy, Westbury Square Professional Building, Houston, Texas 77035. Founded 1950.** High School courses including college preparatory, business or secretarial, and general. Complete program or individual subjects in the fields of English, mathematics, science, social studies, history, and business education. A division of Sunamerica Corp.

117. **Stock Market Institute, Inc., 778 Busse Highway, Park Ridge, Illinois 60068. Founded 1931.** Offers the Richard D. Wyckoff Course in Stock Market Science and Technique. A technical approach to stock trading, investing and/or speculating to preserve, protect and appreciate capital in stock market transactions.

118. **Technical Education Corporation, 5701 Waterman Avenue, St. Louis, Missouri 63112. Founded 1959.** Courses in Data Processing Machine Operation, Computer Programming, Bookkeeping-Accounting and Drafting.

119. **Technical Home Study Schools, Little Falls, New Jersey 07424. Founded 1939.** Academy of Millinery Design: professional custom millinery. Locksmithing Institute: locksmithing and key making. School of Modern Pho-

73. **Massey Technical Institute, Inc., 148 East 7th Street, Jacksonville, Florida 32206. Founded 1894.** Radio, Television, and Industrial Electronic Equipment Servicing; Bookkeeping and Accounting.

74. **Metals Engineering Institute, American Society for Metals, Metals Park, Ohio 44073. Founded 1954.** Twenty-two courses dealing with the metallurgical aspects of heat treatment, welding, foundry, electroplating, corrosion, steelmaking, nonferrous metals, high temperature alloys, machining and others.

75. **Midwest Automation Training-Kansas City, Inc., 3435 Broadway, Kansas City, Missouri 64111. Founded 1965.** Courses in data processing, including tabulating, computer operation, and computer programming. Terminal resident training required. A division of American Automation Training Centers, Inc.

76. **Motor Transportation Division of the National Safety Council, 425 North Michigan Avenue, Chicago, Illinois 60611. Founded 1913.** Course in Motor Fleet Safety Supervision.

77. **National Baking School, 835 Diversey Parkway, Chicago, Illinois 60614. Founded 1936.** Modern baking practices and management.

78. **National Camera, Technical Training Division, 2000 West Union Avenue, Englewood, Colorado 80110. Founded 1952.** Photo Equipment Servicing; Still Camera Servicing; Motion Picture Equipment Servicing; Home study courses and school shop courses available. Terminal in-shop training for home study students available. Training leads to entry technical positions in photo industry or establishment of service business.

79. **National Floral Institute, 2251 Barry Avenue, Los Angeles, California 90064. Founded 1944.** Courses in flower arranging and floral shop operations. Division of Lifetime Career Schools.

80. **National Institute of Drycleaning, Correspondence School, 909 Burlington Avenue, Silver Spring, Maryland 20910. Founded 1954.** Five courses cover fiber and fabric properties; stain removal procedures; petroleum and synthetic drycleaning methods; sales training for counter or route sales people. Resident training available.

81. **National Institute of Meat Packing, 520 North Seymour Avenue, Mundelein, Illinois 60060. Founded 1958.** 45-part course, the Principles of American Meat Packing, which covers all the aspects of meat packing and livestock buying. A division of American Automation Training Centers, Inc.

82. **National Landscape Institute, 2251 Barry Avenue, Los Angeles, California 90064. Founded 1944.** Courses in residential and commercial landscaping. Division of Lifetime Career Schools.

83. **National Photo Coloring School, 835 Diversey Parkway, Chicago, Illinois 60614. Founded 1924.** Coloring photographs and miniatures in oil.

84. **National Radio Institute, 3939 Wisconsin Avenue, N.W., Washington, D. C. 20016. Founded 1914.** Television-Radio Servicing with choice of black and white or color TV; Advanced Color TV Servicing; Complete Communications; Industrial-Military Electronics. FCC License; Basic Electronics; Applied Mathematics in Electronics; Electronics for Automation; Aircraft Communications and Guidance; Marine Communications; Mobile Communications. Amateur Radio. Electrical Appliance Servicing, including small gasoline engine repair, air conditioning and refrigeration.

85. **National School of Conservation, Suite 505, 2000 P Street, N.W., Washington, D. C. 20036. Founded 1958.** Provides a 5 part course in conservation of Natural Resources (1) Foundation of Natural Resources (2) Fish and Wildlife Conservation (3) General Forestry (4) Soil, Water and Range Conservation (5) Parks and Outdoor Recreation. General and Technical instruction prepares men and women for civil service examinations of State and Federal Conservation Agencies, as well as employment in private conservation organizations. Aids citizen leadership and assists landowners in the management of their properties. Maintains a field training facility at Wolf Springs Forest, Minong, Wisconsin.

86. **National School of Dress Design, 835 Diversey Parkway, Chicago, Illinois, 60614. Founded 1940.** A complete course in dress design for personal or professional use that includes costume design, fashion sketching, pattern drafting, cutting and fitting.

87. **National Schools, Figueroa and Santa Barbara Avenues, Los Angeles, California 90037. Founded 1905.** High School Courses; 43 subjects. General high school; college preparatory; equivalency; commercial and business preparation. Vocational Courses. Individual selected subjects in any of the broad general categories described above. Courses available for supervised home study at resident high schools.

88. **National Tax Training School, Monsey, New York 10952. Founded 1952.** Federal Income Tax Course: covers individual and small business tax law, procedures, tax savings, return preparation, payroll taxes, establishment and operation of tax practice. Higher Course in Federal Taxes: covers partnership, corporation, estate and excise taxes. Social Security Course: includes coverage requirements, obtaining maximum benefits, retirement planning, procedure before the Social Security Administration.

89. **National Technical Schools, 4000 South Figueroa Street, Los Angeles, California 90037. Founded in 1905.** Practical TV and Radio Servicing; Master Course in TV and Radio Servicing; Master Course in Color TV Servicing; Color TV Servicing for qualified technicians; Master Course in Electronic Communications (including FCC); FCC License Course; Master Course in Electronics Technology; Industrial and Automation Electronics; Computer Electronics and Basic Electronics. Master Course in Automotive & Truck Mechanics; Automotive Mechanics; Truck & Heavy-Duty Equipment and Engine Tune-Up and Electricity. Air Conditioning, Refrigeration and Electrical Appliances—course covers heating and motor-operated appliances, refrigerators, and other major appliances. Home Appliance Technician's Course—covers all popular portable and major gas and electrical appliances. Resident training available.

90. **New York Institute of Photography, 10 West 33rd Street, New York, New York 10001. Founded 1910.** All phases of modern photography including commercial, news, creative pictorialism, fashion, architectural, landscape, portrait, figure study, child portraiture, bridal, photo oil coloring, retouching, darkroom techniques, all currently employed natural color processes, motion picture, careers in photography, studio business methods. Resident training available.

91. **New York School of Writing, 630-9th Avenue, New York, New York 10036. Founded 1931.** Fiction and non-fiction writing. Short stories, articles, novels, non-fiction books, TV writing.

92. **Newspaper Institute of America, Two Park Avenue, New York, New York 10016. Founded 1925.** Journalism; Special Features & Article Writing: Writing Fiction, Poetry, Short Stories and Full-length books—both Fiction and Non-fiction; TV, Film, Radio and Dramatic Writing; Specialized Writing, including Advertising, Religious, Social, Business, Club, Scientific and Industrial. A division of Educor, Inc.

93. **NHAW Home Study Institute, Northamerican Heating & Airconditioning Wholesalers Association, 1200 West 5th Avenue, Columbus, Ohio 43212. Founded 1962.** Courses in Basic Heating; Basic Cooling; Hydronics; and Manpower Development. A complete course in Business Management for the Dealer-Contractor. Advanced courses in Heating and Cooling; and Air Conditioning and Heat Pump Service.

94. **Niles Bryant School, 3631 Stockton Boulevard, Sacramento, California 95820. Founded 1898.** Piano tuning, piano action regulating, and piano repair. Electric and electronic organ servicing, regulating, and repair.

115. **School of Applied Engineering Division—Advance Trades School, 5944 N. Newark Avenue, Chicago, Illinois 60631. Founded 1952.** Drafting.

114. **School of Modern Photography, Little Falls, New Jersey 07424. Founded 1939.** Photography course including principles; darkroom techniques; commercial; portrait; news; movie; glamour and fashion photography and color. A division of Technical Home Study Schools.

115. **School of Speedwriting, 55 West 42nd Street, New York, New York 10036. Founded 1942.** Course in SPEEDWRITING Shorthand and Business Typing. An educational Service of ITT.

116. **Southern States Academy, Westbury Square Professional Building, Houston, Texas 77035. Founded 1950.** High School courses including college preparatory, business or secretarial, and general. Complete program or individual subjects in the fields of English, mathematics, science, social studies, history, and business education. A division of Sunamerica Corp.

117. **Stock Market Institute, Inc., 778 Busse Highway, Park Ridge, Illinois 60068. Founded 1931.** Offers the Richard D. Wyckoff Course in Stock Market Science and Technique. A technical approach to stock trading, investing and/or speculating to preserve, protect and appreciate capital in stock market transactions.

118. **Technical Education Corporation, 5701 Waterman Avenue, St. Louis, Missouri 63112. Founded 1959.** Courses in Data Processing Machine Operation, Computer Programming, Bookkeeping-Accounting and Drafting.

119. **Technical Home Study Schools, Little Falls, New Jersey 07424. Founded 1939.** Academy of Millinery Design: professional custom millinery. Locksmithing Institute: locksmithing and key making. School of Modern Photography: photography principles and darkroom techniques; commercial; portrait; news; movie and color. Typewriter and Business Machine Repair School: typewriter and business machine repair. Upholstery Trades School: custom furniture upholstery.

120. **Technical Training International, 105 Lincoln-Broadway Building, 1475 North Broadway, Walnut Creek, California 94596. Founded 1939.** Electronics: electronic and practical training covering Introductory Electronics, Basic Electronics and Advanced Electronics, with specialized programs in Radio & TV Electronics and Industrial Electronics. Diesel: Basic diesel program covers service, repair, overhaul, maintenance, and operation of diesel industrial and agricultural tractors and heavy equipment. Additional J. I. Case specialized services and equipment training inaugurated in cooperation with J. I. Case Co.

121. **Truck Marketing Institute, 2942 De La Vina Street, Santa Barbara, California 93105. Founded 1964.** Course in motor truck selection and application for retail and wholesale truck sales representatives.

122. **Typewriter and Business Machine Repair School, Little Falls, New Jersey 07424. Founded 1959.** Typewriter and adding machine repair. A division of Technical Home Study Schools.

123. **Universal Airlines Personnel Schools, Inc., 1901 N.W. 7th Street, Miami, Florida 33125. Founded 1945.** Course of training for preparation of airline passenger service employees. Specialized instruction in the reservations, ticketing and operations functions. Terminal resident training is available in Miami Beach, Florida, or Las Vegas, Nevada.

124. **Universal Heavy Construction Schools, Inc., 1901 N.W. 7th Street, Miami, Florida 33125. Founded 1945.** Course of instruction in preparation for operation of Heavy Construction Equipment includes 60-lesson home study course followed by five-week terminal resident training in Homestead, Florida.

125. **Universal Motel Schools, Inc., 1901 N.W. 7th Street, Miami, Florida 33125. Founded 1945.** An educational program designed to prepare students for managerial positions in the hospitality industry. Includes all phases of modern motel operations and functions. Terminal resident training available at Miami Beach, Florida, or Las Vegas, Nevada.

126. **Universal Schools, Inc., 6801 Hillcrest, Dallas, Texas 75205. Founded 1950.** Courses offered: 1) Accident Investigation and Insurance Claims Adjusting, 2) Professional Survey Interviewing.

127. **Upholstery Trades School ,Little Falls, New Jersey 07424. Founded 1947.** Custom furniture upholstery. A division of Technical Home Study Schools.

128. **U. S. School of Music, 145 Main Street, Port Washington, New York 11050. Founded 1898.** Piano, Guitar, Accordion, Violin, Organ (pipe and electronic), Steel Guitar, Mandolin, Ukulele, Saxophone, Tenor Banjo, Trumpet, Cornet, Trombone, Clarinet, Elementary Harmony, Isometric Finger Control. Affiliated with Washington School of Art.

129. **Utilities Engineering Institute, 417 South Dearborn Street, Chicago, Illinois 60605. Founded 1927.** Technical vocational training. A division of La Salle Extension University.

130. **UTI Division of Career Academy, 135 West Wells Street, Milwaukee, Wisconsin 53203. Founded 1955.** Comprehensive course in Mechanical Drafting, encompassing Lettering; Technical Sketching; Instruments; Orthographic Projection; Dimensioning; Auxiliary Views; Sectional Views; Tolerances; Isometric Drawing; Oblique Drawing; Welding; Fasteners; Shop Terms; Machinery Operations. Terminal resident training available in Boston, Columbus, Los Angeles, Milwaukee, and Washington. A division of Career Academy, Inc.

131. **Washington School of Art, 145 Main Street, Port Washington, New York 11050. Founded 1914.** General Art course in drawing, painting, illustration, advertising art, cartooning, fashion, TV art.

132. **Wayne School, 417 South Dearborn Street, Chicago, Illinois 60605. Founded 1943.** Dental assisting and general diploma high school courses, including specialized vocational fields. A division of La Salle Extension University.

133. **Weaver Airline Personnel School, 3521 Broadway, Kansas City, Missouri 64111. Founded 1952.** Airline training exclusively: reservations, communications, station agent, passenger agent, operations, ticket agent, tariff, air cargo, space control, travel and transportation positions. Terminal resident training. A division of General Educational Services Corporation.

134. **Weaver Institute of Property Management, 3521 Broadway, Kansas City, Missouri 64111. Founded 1967.** Offering a course to prepare men and women to operate and manage Apartments, Motels, Hotels: management functions; renting; leasing; advertising; public relations; law of landlord and tenant; collections; purchasing; supervision; maintenance; psychology of tenant relationship; bookkeeping; accounting; and reports in preparation for a professional career. A division of Weaver School of Real Estate-General Educational Services Corporation.

135. **Weaver School of Real Estate, 3521 Broadway, Kansas City, Missouri 64111. Founded 1936.** Real Estate: buying; selling; brokerage; appraisal; and management in preparation for salesman's and broker's licenses. Weaver Institute of Property Management: A course to prepare men and women to operate and manage Apartments, Motels, or Hotels. A division of General Educational Services Corporation.

136. **Writer's Digest School, 22 East 12th Street, Cincinnati, Ohio 45210. Founded 1930.** Courses in Article Writing and Short Story Writing.

137. **Writers Institute, Two Park Avenue, New York, New York 10016. Founded 1925.** Journalism; Special Feature & Article Writing; Writing Fiction, Poetry, Short Stories and Full-length books—both Fiction and Non-fiction; TV, Radio and Dramatic Writing; Specialized Writing, including Advertising, Religious, Social, Business, Club, Scientific and Industrial. A division of Educor, Inc.

SUBJECTS TAUGHT BY ACCREDITED SCHOOL

This is a PARTIAL list of home study subjects.

Many separate courses are available in **each** subject area. Courses vary widely in what they cover. For example, one course in radio may teach a student to repair radios; another may teach him to be an engineer with a broadcasting company. Write to the schools for complete information, then pick the **particular** course you want.

The fact that two or more accredited schools offer courses with similar titles **does not mean that these courses are of equal merit or will be of equal value to you.** It does mean that each school truthfully describes its offerings and that fees charged are reasonable for the instruction and services rendered.

NUMBERS refer to schools listed.

EXAMPLE:
Conservation 85-97

School 85 is the National School of Conservation.

School 97 is the North American School of Conservation.

Accident Prevention..108
Accounting..1-3-11-13-17-20-29-51-53-60-61-67-70-73-118
Advertising..11-13-45-62-92-96-103-137
Advertising Art..15-43-62-96-131
Agriculture..11-53
Air Conditioning..4-5-11-13-35-51-62-84-93-107
Aircraft Drafting..4-40-62-65-67-113
Airline Training: Reservations Agent, Station Agent, Ticket Agent, Etc...16-24-54-102-123-133
Algebra..1-11-13-49-53-62-67-87-116
Animation..36
Announcing—Radio & TV..26
Apartment House Management..27-41-68-134
Appliance Servicing..4-5-11-13-51-62-84-89
Appraising, Real Estate..67-135
Architectural Drafting..4-11-13-32-35-40-62-67-98-113
Architecture..11-32-62-98
Arithmetic..1-11-13-53-62-87-116
Art—Fine & Commercial..15-36-43-44-62-69-131
Arts & Crafts..63-69
Auto Body & Fender..11-13-62
Automation..6-7-11-13-17-18-21-22-33-35-37-38-57-70-75-84-89-106-118
Automotive Work..4-5-11-13-18-35-38-51-62-89-120

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Biology..1-11-53-62-67-87-116
Blind, Courses for..50
Blueprint Reading..4-5-11-13-35-62-70-98-113
Boating & Seamanship..34
Boilermaking..11-62
Bookkeeping..1-3-11-13-17-20-51-53-54-60-61-62-67-73-87-116-118
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Bricklaying..11-13-32-35-62
Broadcast Engineering..33-37-49
Broadcast Journalism..26
Broadcasting—Radio & TV..26-49-106
Brokerage, Real Estate..62-67-135
Brokerage, Stock..29
Building Construction, Estimating & Maintenance..9-11-13-32-35-62-101
Building Management..27-41-68-135
Bus Driving..52
Business Administration..11-13-53-60-61-62-67-70-95
Business Law..1-11-13-21-60-62-67-87-105
Business Writing..11-45-62-67-87-92-103-116-137

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Carpentry..11-13-32-35-62
Carpet Installation..11-13
Cartooning..15-36-43-62-131
Chemical Engineering..14
Chemistry..1-11-62
Child Care..11-53
Civics..11-62-67-87-116
Civil Engineering..62-101
Clerical..3-11-13-61-62-67-87-116
Club & Camp Management..27-41-68-97-100
College Preparatory..1-11-62-67-87-116
Commercial..3-11-13-60-61-62-67-87-116
Commercial Art..15-36-43-44-62-131
Communications, Human Relations,..3-11-13-16-24-26-27-28-37-41-54-68-70-96-133
Communications Technology..11-13-19-33-37-38-49-62-73-84-89-106
Computer Programming..6-7-14-17-22-35-37-57-60-61-62-67-70-75-106-118
Computers, Electronic..6-11-17-21-22-33-35-36-49-57-62-70-73-75-84-89-106-118
Concrete Engineering..11-62
Conservation..85-97
Construction..11-13-32-35-62-101-124
Contracting, Building..11-13-32-35-62
Controllership..60-67
Corrosion..74
Cost Accounting..3-11-53-60-61-62-67-70
Court & Convention Reporting..61
CPA Coaching..60-61-62-67
Credit & Collections..11
Criminal & Civil Investigations..56
Custodial Maintenance..9

Data Processing..7-8-14-17-22-35-37-57-61-62-70-75-95-106-118
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Dental Assisting..67
Diamonds..46
Die Design & Making..5-11-13-62
Diesel Engines..11-13-51-52-62-63-89-120-124
Disease Classification..9
Doll Repairing & Clothing..39-69
Drafting..4-5-11-13-25-32-35-40-60-62-67-98-106-113-130
Drawing, Freehand (see Drafting) 11-13-15-35-36-43-62-70-131
Dressmaking & Design..48-69-86
Driver Training..52
Drycleaning..80

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Electrical Drafting..4-11-32-35-40-62-67-106-113
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Electricity..4-11-13-18-33-38-49-51-62-84-106
Electricity, Automotive..4-5-11-13-18-35-38-51-62-63-84-89-120
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Elementary School Courses..53
Engineering..5-14-18-32-33-35-37-38-49-62-70-74-89-101
Engines & Engine Tune Up..4-5-11-13-35-51-62-63-89-120
English..1-11-13-45-53-61-62-67-87-92-103-116-137
English for Spanish Speaking People..51
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Etiquette..3-11-62
Eye Care..50

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Fashion Illustration..15-43-131
FCC License Preparation..11-13-18-26-33-38-62-64-84-89-105-106
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Filing..3-61-62-67-87
Finance, Business..11-13-21-60-62-67
Fingerprinting..56
Fleet Safety..108
Flower Arrangement & Floristry..69-79
Food Service & Administration..27-41-68
Forestry..85-97
Forging..11-13-62
Foundry..11-13-74
French..11-53-62-71-116
Furniture, Upholstery & Slipcovers..119-127

Gardening..11-69
Gas Production & Transmission..62
Gemology..46
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Geography..1-11-53-62-67-87-116
Geometry, Analytic..62
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Grammar..1-3-11-62-67-87-116
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Handbag Covering..2
Handicrafts..11-63-69-100
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Health Insurance..59
Heat Treating..11-13-62-74
Heating & Ventilation..4-5-11-13-35-62-89-102
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High School Subjects..1-11-53-62-67-87-116
Highway Transportation..52
History..1-11-53-62-67-87-116
Home Economics..11
Home Repair..11
Horticulture..69
Hospitality..10-27-41-67-68-99-125-134
Hotel Management..10-27-41-68-125-134
House Planning..11-13-32-35-62-98
Housekeeping, Hotel & Motel..27-41-68-134
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